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## SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR JANUARY 1963

Reports

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>25X1</u>	<u>STATUS AND RESULTS</u>
I. Vital Records	1. <input type="text"/>		<ul style="list-style-type: none"> <li>a. Arranged for Office of Security to inspect the GSA Vital Records Depository at Neosho, Missouri.</li> <li>b. Revised the FE/DDP Vital Records Deposit schedule.</li> <li>c. Presented our Vital Records Workshop to 25 persons from other agencies at the GSA Records Management Seminar</li> </ul>
II. Records Control Schedules	1. <input type="text"/>	25X1	<ul style="list-style-type: none"> <li>a. Revised OCR Schedule to provide for reviewing intelligence documents now in the Records Center after 5 years. The aperture card will serve as the record copy in lieu of paper.</li> <li>b. Revised OCR Schedule to provide for destruction of Courier Receipts in six months instead of one year.</li> <li>c. Revised FI/DDP to provide for keeping Cables six months instead of eighteen months and to provide for transfer of other items to the Records Center.</li> <li>d. Revised schedule for Office of Comptroller, Budget Division to provide for transferring records to the Center after 2 Fiscal Years.</li> <li>e. Revised one item of Office of Security Schedule to provide for transfer to Records Center.</li> <li>f. Arranged for transfer of one cubic foot of Support records for FE/<input type="text"/> to Records Center.</li> </ul>

25X1

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STATUS AND RESULTS

II. Records Control  
Schedules (continued)

2.

3.

III. Forms Management

1.

a. Posted Organizational changes in Office of Personnel to schedule.

b. Continuing the review of OTR Schedule.

25X1

a. Completed a Records Control Schedule for Engineering Division,

a. Completed 9 new and 4 revised forms for Office of Security.

b. Developed a new form for General Counsel to be used in routing new Congressional bills to Agency Officials.

c. Transferred the 16 forms used by A&E Staff from OTR to Medical.

d. Eliminated 22 forms as result of survey with Area Records Officers.

2.

a. Revised a form for WH/DDP that eliminated 6 official forms. In addition, the new form will save substantial money by reducing the volume of cables and the cost of Air Mail. Operational approvals which required 77 pages will now require only 24 as a result of this revised form.

b. Revised the dispatch form to eliminate one copy of the set which results in saving over 400,000 copies per year.

IV. Survey of Medical  
Staff Paperwork

a. Submitted report of Survey to Executive Officer containing 13 accomplishments made during the survey and 18 recommendations for further changes in procedures and policies.

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STATUS AND RESULTS

IV. Records Survey,  
Building Security Branch,  
Office of Security

VI. Shelf File

25X1

a. Submitted report to Chief, Physical Security Branch showing 16 accomplishments during the survey and containing 8 recommendations for further changes in systems and procedures.

a. Arranged for Office of Logistics to identify and inventory all surplus shelving in Warehouses.

b. Arranged for OBI to use surplus shelving.

25X1

VII. Requisitions for  
Special File Equipment  
and Supplies

- a. Identified surplus Rol-Dex equipment in Warehouse for use by Office of Security.
- b. Located thru Surplus 5 Specialty ( Superfiler ) Cabinets for use by DDS Registry.
- c. Approved procurement of 2 Rotary Files for OTR.
- d. Approved procurement of one thirty-six compartment unit of Steel Sorting Equipment for Communications.

a. Approved Special Sorting File for WH/DD/P.

b. Obtained information for Map Library for special Card File equipment.

VIII. Operation of Records  
Center and Vital Records  
Repository

a. Received 824 cu. ft; destroyed 1047 cu. ft; furnished 31,931 references. This is the first instance in more than a year when we destroyed more records than we received.

<u>TITLE OF ASSIGNMENT</u>	<u>ASSIGNED TO</u>	<u>25X STATUS AND RESULTS</u>	
IX. Approval of Secure Areas	1. [REDACTED]	a. Concurred in proposal for a secure area for ORR; no records management implications.	
X. Records Management Survey, Operations Division, DOR	1. [REDACTED]	a. Arranged with [REDACTED] Chief of Division, for survey to begin on 28 January. It will include File System, Records Control Schedule, Vital Records Schedule and Mail Control System.	25X1
XI. Miscellaneous	1. [REDACTED]	a. CI Staff requested assistance in establishing a method of being informed about the [REDACTED]	25X1
	2. [REDACTED]	b. Attended the Federal Records Management Officers Monthly meeting.	25X1
		c. Three members of my Staff [REDACTED] and I) attended the monthly Management Analyst Conference.	25X1

25X1

CC: [REDACTED] ( Records Center)

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	Room 7D 24		
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
<b>Remarks:</b> Bob- Attached is our report for January 1963. It was a particularly busy and productive month. Please note particularly page 3, Item VIII, that we destroyed 223 more copy records than received at the Records Center.			
FOLD HERE TO RETURN TO SENDER			
		PHONE NO.	DATE
			2/4/63

JANUARY 1963

Forms Activities

*File - 2016 Jan 1963 Dept*

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	NEW		REVISED		TOTAL	
DD/I	2	225,000	0	-	2	225,000
DD/P	4	115,700	6	2,224,025	10	2,339,725
DD/S	17	28,900	11	370,500	28	399,400
DCI (Inc. Compt. IG, Cab. Sec. etc.)	1	10,000	3	20,500	4	30,500
<b>TOTALS</b>	<b>24</b>	<b>379,600</b>	<b>20</b>	<b>2,615,025</b>	<b>44</b>	<b>2,994,625</b>

OBSOLETE: 28 Forms (123a, 142, 271, 274, 292, 383, 393, 432, 478, 511, 521, 530, 682, 717a, 805, 855, 1011, 1063, 1241, 1359, 1402, 1734, 1735, 1783, 1795, 1836, 1838.)

AGENCY FORMS 1732  
OGA FORMS 190  
TOTAL 1922

*Handwritten signature*

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